

City of Hartford  
Planning Division  
Department of Development Services

Return Form to Licenses & Inspections Division  
260 Constitution Plaza  
Hartford, Connecticut 06103-1822



For Assistance Contact Planning Division  
860-757-9040,  
250 Constitution Plaza, 4<sup>th</sup> Floor  
Hartford, Connecticut 06103-1822

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## LAND USE SUBDIVISION/LOT LINE REVISION APPLICATION

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### APPLICANT

Name of Applicant: \_\_\_\_\_ File Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY ADDRESS

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Parcel ID# \_\_\_\_\_

Is applicant owner, lessee, or prospective tenant? \_\_\_\_\_

### SITE PLAN PREPARER INFORMATION

Preparer's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Plan Revision Date: \_\_\_\_\_

Primary Point of Contact for questions: \_\_\_\_\_

### LOT SUBDIVISION INFORMATION

Description of existing lot, and the proposed subdivision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Number of new lots to be created: \_\_\_\_\_

Areas of each of the new lots in square feet: \_\_\_\_\_

\_\_\_\_\_  
Street frontage of each of the new lots in feet: \_\_\_\_\_

**PHYSICAL INFORMATION**

Number of new road(s):\_\_\_\_\_Type of Drainage provided for new lot(s)\_\_\_\_\_

Is the proposed subdivision/lot line revision consistent with the City of Hartford Plan of Development?\_\_\_\_\_

Reason for Request?\_\_\_\_\_

Survey done by a registered surveyor or engineer, and stamped with a raised seal?\_\_\_\_\_

Date:\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Printed Name of Owner

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All submissions must contain the following documents:

- 2 Mylars with A2 survey performed by registered surveyor or engineer signed in red and stamped with a raised seal
- 3 paper copies of the above survey
- Completed application

The following must be included on all subdivision and lot line revision plans:

- Street number and address of each subject property(s)
- Map/block/lot number for each property
- Street number and address of each adjacent property
- Metes and bounds of subject property(s)
- Building footprints where applicable
- Title describing the activity
- Existing parcels = dotted outline
- New parcels = solid outline

Additional information may be requested upon review by Planning staff.

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**FOR OFFICE USE ONLY**

Final Action:\_\_\_\_\_Approved\_\_\_\_\_Denied\_\_\_\_\_Withdrawn\_\_\_\_\_